

**Request for Qualifications (RFQ)
For
Professional Architectural Services -
Southern Right of Way & Fleet Facility**

**Submittal Date
Monday, January 22, 2007**

**City of Houston
Building Services Department
Design & Construction Division**

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL ARCHITECTURAL SERVICES
- Southern Right of Way & Fleet Facility**

I. PURPOSE

The City of Houston, Building Services Department (BSD), on behalf of the Department of Public Works and Engineering (PWE), invites the submittal of Statements of Qualification (SOQs) from design firms interested in providing professional architectural services for the design of Southern Right of Way & Fleet Facility.

Architectural/engineering team will provide all services necessary as follows:

- To assess and verify existing conditions
- Review and verify PWE design standard requirements
- Provide computer-aided design and drafting (CADD) documentation
- Estimate construction costs
- Arrange and conduct meetings
- Provide life cycle cost of design alternatives.
- Review existing environmental report of proposed site
- Develop code review.
- Design and develop pedestrian and vehicular circulation.
- Evaluate and plan for space requirement for training of Solid Waste Department fleet crew on its automated waste pickup vehicles.
- Develop a needs based program for three branches of PWE: Storm Water, Fleet, Street & Bridge based on on-site assessment and program surveys of 4 existing facilities.
- Contract document preparation
- Provide specifications for furniture, fixtures and equipment (FF&E);
- Prepare bidding documents
- Provide permitting services
- Coordinate with the civic art program
- Provide value engineering
- Assist with bidding and award activities
- Construction administration including construction management, coordinate commissioning activities and assist in the warranty review.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 2:00 p.m. on Thursday, January 4, 2007, at City Hall Annex 900 Bagby, 257A to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any written questions submitted, faxed or emailed to:

Phil Golembiewski, P.E.
City Engineer
Building Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 713-437-6859
Philip.Golembiewski@cityofhouston.net

The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ. Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with BSD. No Addendum will be issued later than noon on Tuesday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing the Submittal Date.

III. OBJECTIVE

BSD proposes to retain a highly qualified architectural firm or joint venture to provide the services described herein. Architectural firms and team members with significant experience in planning and designing projects with similar characteristics will be given prime consideration for this project. Those firms or joint ventures that participate in this RFQ process will be referred to as "Respondents". "Respondent" and its subconsultants shall be referred to collectively as the "Team". The successful firm or joint venture will be referred to, in the RFQ, as the "Architect".

IV. SCOPE OF WORK

Project Name:	Southern Right of Way & Fleet Facility
C.I.P. No.	N-0653C
WBS No.	N-0653C-0001-3
Existing Location:	801 Gillette, 747 Evergreen, 8430 Newcastle, 1700 E Crosstimbers
New Location:	3300 Bellfort
Schedule:	Design in FY2007&2008 ; Construction in FY 2008&2009

Currently the PWE's Right of Way & Fleet Maintenance Division (ROWFM) operates Street, Storm Water and Fleet Maintenance facilities at 801 Gillette, 747 Evergreen, 8430 Newcastle, and 1700 E Crosstimbers. It is PWE's desire to combine the functions of these 4 facilities at one location. The City of Houston owns two adjoining sites located at 3300 Bellfort, which contain approximately 30 acres. It is PWE's intent to operate in a new facility from this location.

The Architect will, as part of this project, design to a Silver level in the LEED Green Building Rating System and will document this using USGBC's Project Checklist. The funding available for construction is to be determined.

The following services will be required:

- A. Assessment of Existing Conditions. Initially, the Architect will need to gather any existing records (e.g. environmental assessments) or documents (e.g. Record Drawings, site surveys, etc.) that indicate existing conditions. These documents will need to be verified by on-site inspection of the premises. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the design effort. The existing site adjoins an abandoned landfill. Phase II Environmental Assessment Report is available for review. If possible, it is the BSD's intent to claim Brownfield redevelopment credit under USGBC LEED v 2.2 guidelines
- B. Geotechnical investigation: Geotechnical investigation and recommendation is required due to the nature of the site. After the footprint of the building and detention pond area are determined and accepted at the conclusion of the schematic design submittal, the consultant will be required to provide:
 - I. Boring tests at 50 feet on center along perimeter of buildings.
 - II. Boring tests at detention pond to depth as required to meet the planned storm water detention volume based on area of impervious cover.
 - III. Other boring tests as required as a result of the review of the schematic design submittal
 - IV. Provide foundation recommendations
- C. Planning. Phase I design services include Programming with a Needs Assessment for the project, Schematic Design, Life Cycle Cost assessment of ten design alternatives, Geotechnical Investigation. There are six milestones:
 - I. Survey and report of the existing four facilities. (2 weeks)
 - II. Program spaces and requirements developed through questionnaire, interviews and meetings. (2 weeks)
 - III. Site development plan and floor plans representing program directed spaces and relationships. (2 weeks)
 - IV. Schematic design options (three options minimum) and cost estimate package with the following deliverables for each options are required: floor plans, four elevations per building, one exterior perspective per building, window and door schedule, two building sections per building, and City Of Houston applicable code review by third party. (4 weeks)
 - V. Life Cycle Cost Analysis: Examine and provide ten design alternatives, where appropriate using EQUEST software provided by Department of Energy. (2 weeks)The design alternatives are:
 - Porous concrete pavers in employee's parking area

- Green sod roof. The aim of sod roof and concrete pavers is to reduce storm water runoff.
- Light shelf
- Optimize energy performance at 20% above baseline as indicated by ASHRAE 90.1
- Displacement ventilation in the office area
- Clerestory windows
- Storm water harvesting
- Innovative wastewater technologies, e.g., waterless urinals
- Renewable energy
- Green power

Minimum information requested from the life cycle cost analysis are:

- Methodologies for arriving at each design alternative,
- Initial capital investment cost,
- Payback period per alternative, and
- Recommended manufacturer's catalog sheet for each design alternatives, where applicable.

VI. Geotechnical investigation and cost estimate. (3 weeks)

VII. Design Development (2 weeks)

D. Phase II- Contract Documents (12 weeks), in addition to contract document requirements, perform the following:

- I. Provide weekly upload of PDF and DWG of project drawings and specification onto FTP site
- II. Prior to 100% Construction Documentation submittal, perform RediCheck quality review by third party.

E. Phase III- Construction Administration (12-16 months)

F. Other services as applicable.

V. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

The City is seeking a highly qualified Architect, experienced in providing the professional programming, planning and design services outlined in the Scope of Work. The required qualifications may be demonstrated in the experience of Respondent's team members. A Selection Committee composed of representatives from BSD and PWE will review the SOQs. The criteria used to evaluate SOQs will include the following:

- A. Completeness of submittal response: SOQ follows the prescribed format and contains all information requested in RFQ (maximum 5 points).
- B. Strong, established, and proven working relationships among team members, as indicated in Item 6 on Form 255 and described further in Section 3 Narrative (maximum 5 points).

- C. Experience in similar or relevant projects by team members, as shown in Forms 254 and 255 and Project Briefs (maximum 5 points).
- D. Experience in similar or relevant projects by individuals who would be assigned to this project, as shown in Forms 254 and 255 (maximum 10 points).
- E. Experience by firms and individuals with Auto and Fleet Maintenance Facilities, as shown in Forms 254 and 255 and Project Briefs (maximum 10 points).
- F. Project experience by firms and individuals with the City or other governmental agencies or institution, as shown in Forms 254 and 255 and Project Briefs (maximum 5 points).
- G. A suitably-sized staff to meet the peak phases of work, as shown in Item 4 on Form 255 (maximum 5 points).
- H. Track record of meeting deadlines and working within a budget, as described in Section 3 Narrative and as shown on Project Briefs (maximum 5 points).
- I. Demonstrable systems and processes in-house for insuring quality and timely performance on projects, as explained in Section 3 Narrative (maximum 5 points).
- J. Familiarity with current LEED™ standards and the certification process, including LEED-accredited Team personnel, as described in Section 3 Narrative (maximum 5 points).
- K. Understanding of City's needs and appropriateness of Team's approach to this project, as described in Section 3 Narrative (maximum 15 points).
- L. Applicability and quality of references, as provided in Section 4 Testimonials (maximum 5 points).
- M. Total Point Value for the criteria noted above in paragraphs V.A thru V.L equals 80 points.

VI. SUBMITTALS

Six copies of sealed submittals are required. **Submittals shall be delivered to City Secretary** of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), Public Level, 900 Bagby Street, Houston, TX 77002, at or before 2:00 p.m., local time, **Monday, January 22, 2007**. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, name of the Project, and Building Services Department.

To enable the City to efficiently evaluate the SOQs, Respondents are urged to strictly follow the required format in preparing their SOQ.

Each copy of the SOQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch thick. Pages shall be no larger than letter-size 8 ½" x 11" or, if folded to that dimension, twice letter size 11" x 17". Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required nor wanted.

NOTE: One of the six copies shall be labeled "ORIGINAL" on the outside cover and shall contain original documents where specified below.

Each SOQ shall be organized in the following order:

- A. **Outside Cover and/or first page:** Shall contain the name of the SOQ ("Statement of Qualifications for Architectural Services -Southern Right of Way & Fleet Facility"), the name of the Respondent, and the submittal date. Remember to label the one copy, with original documents in it, "ORIGINAL" on the cover.
- B. **Table of Contents:** The next page shall be a table of contents.
- C. **Section 1 Divider (Letters)**
 - 1. *Transmittal Letter:* The first page following the divider shall be a one-page letter transmitting the SOQ to Phil Golembiewski, P.E., City Engineer, Building Services Department. The transmittal letter shall say that the signer of the document is authorized by the Respondent to sign the document. The transmittal letter shall contain the names of all firms proposed for the Team. At least one copy of the transmittal letter shall contain the original signature of a partner, principal or officer of Respondent.
 - 2. *MWBE Letter (s):* Following the transmittal letter shall be a one-page letter from each City-certified MWBE firm included on the Team, indicating that firm's desire to be included on the Team and indicating a general statement of the scope of services that firm will perform if Team is selected. **NOTE:** The scope of services proposed by the firm must match the service for which that firm is certified by the City. At least one copy of each of these letters shall contain the original signature of a partner, principal or officer of the MWBE firm.

D. Section 2 Divider (Team Organization & Experience)

1. *List of Team Members:* On one page, list the Team member firms along with the primary responsibilities (e.g. Structural Engineer, MEP Engineer, etc.) they will have on the Team. Please indicate the lead firm. It is a requirement of the City that all SOQs will indicate the lead firm proposed for the project and that firm must agree to maintain a Houston office during the term of the Contract.
2. *Organization Chart:* The next page shall be a simple organization chart of the Team, showing the reporting structure of the people proposed to do the work.
3. *SF-255, Architect-Engineer and Related Services Questionnaire for Specific Project:* Include a completed SF-255 for the proposed Team. Include all Team members under Block 6 and include a completed SF-254 (A-E and Related Services Questionnaire) for each Team member. Under Block 9, list all work performed for any government agency.
4. *Project Brief:* The Respondent shall select three projects from Block 8 of the SF-255, to highlight, as best representing the Team's project experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information, which shows the capability of the proposed Team to provide the range of services that are required by this project. The work described must have been performed within the past eight years. At least one of the projects shall be for \$3 million, or more, in construction cost and for a governmental entity. Minimally, each brief shall contain:
 - a. Project Name and Location
 - b. Year Project Completed (or "In Design" or "Under Construction") and brief explanation regarding steps Respondent's team member took to maintain project schedule
 - c. Short Description of Services Provided
 - d. Name of Lead Design Firm and current telephone number and/or email address
 - e. Name of Client and/or Owner/Operator and current telephone number and/or email address
 - f. Name of General Contractor and current telephone number and/or email address

- g. Construction Cost and brief explanation regarding steps Respondent's team member took to adhere to Owner's budget.

- 5. *Graphic Information:* If the Respondent includes photographs, drawings or other graphical information about any of the three projects, the back of the project brief, the facing page or a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.

E. Section 3 Divider (Narrative)

- 1. *Narrative:* The Respondent shall provide no more than three pages of narrative that describes:
 - Team's track record of meeting deadlines and working within a budget;
 - Team's systems and processes for insuring quality and timely performance on projects;
 - Team's familiarity with current LEED™ standards and the certification process, including LEED-accredited Team personnel;
 - Team's understanding of the City's needs and Team's approach to this project;
 - Team's working relationship.

F. Section 4 Divider (Quality of Service)

- 1. *Testimonials:* Respondents may include no more than three one-page letters from clients and/or general contractors that they have worked with on previous projects. At least one copy of these letters shall contain the original signature of the person writing the letter. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the Respondent or Team members.

VII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

- B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.
- C. INTERVIEWS – After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal than to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.
- D. INQUIRIES – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. COST OF SOQS – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
- F. CONTRACT NEGOTIATIONS – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverages, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project the City may make the inclusion of a “key persons clause” a part of the contract negotiations.
- G. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their SOQs are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the SOQ.
- H. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which will relate to contracting with the City. More detailed guidance is available on request. The following is a partial list of relevant subjects:
 - 1. Equal Employment Opportunity
 - 2. MWBE Goal of 24% participation
 - 3. City of Houston Fair Campaign Ordinance

4. Mayor's Drug Detection and Deterrence Policy and Procedures
 5. City Contracts and Indebtedness to Taxing Authorities
 6. Insurance requirements
 7. Conflict of Interest Questionnaire
- I. The City of Houston reserves the right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select Respondents for the submittal of more detailed information; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.

Phil Golembiewski, P.E.
City Engineer
Building Services Department

Date: 12-20-2006